

## CONFIDENTIALISED UNIT RECORD FILES (CURFs)

### RESPONSIBLE OFFICER UNDERTAKING

Version: APRIL 2007

#### Organisational access to a CURF

For members of an organisation to be able to access ABS CURFs, a Responsible Officer in that organisation must undertake to ensure that the organisation will abide by the conditions of access, using this form. The organisation must also appoint a Contact Officer who will be a central point of contact between the organisation and the ABS.

Members of the organisation wanting access to a CURF will then need to sign individual undertakings, and request access to specific CURFs. These should be submitted to the ABS through the Contact Officer.

#### Who can be a Responsible Officer?

- For Universities: a Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor or University Registrar
- For Government Departments: a Secretary of Department, Head of Agency or equivalent, as agreed with the ABS.
- For private sector organisations: someone who has the same legal responsibility for the actions of the entity as a Departmental Secretary does for a Department. This will usually be someone with the status of CEO, Company Secretary or Managing Director.

#### Completing and submitting this Undertaking

Before completing this Undertaking, you (as Responsible Officer) should be familiar with the conditions of access, as set out in the *Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*. This manual, along with other information about CURFs, is available on the 'Discover CURF Microdata' page on the ABS website ([www.abs.gov.au](http://www.abs.gov.au)).

Please forward this completed, signed Undertaking to your organisation's CURF Contact Officer for submission to the ABS. Note: original, signed, paper copies are required

#### Annual renewal

Each year, all organisations with users accessing CURFs will be required to renew their access. This will involve confirming whether each user still requires access, and to what CURFs they require access. At this time the Responsible Officer will, as part of the Annual Renewal process, reaffirm their commitment for their organisation to abide by the conditions of CURF access.

**Queries** - For any queries about accessing CURFs, contact ABS Microdata Access Strategies Section by email [microdata.access@abs.gov.au](mailto:microdata.access@abs.gov.au) or telephone (02) 6252 7714.

## CONTACT DETAILS

### Responsible Officer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
(eg Professor, Dr etc)

Given Name(s): \_\_\_\_\_

Organisation: \_\_\_\_\_

Division/Faculty: \_\_\_\_\_

Position: \_\_\_\_\_  
(eg Vice-Chancellor, Secretary of Dept. or Head of Organisation etc)

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact Officer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
(eg Mr, Mrs, Dr etc)

Given Name(s): \_\_\_\_\_

Organisation: \_\_\_\_\_

Division/Faculty: \_\_\_\_\_

Position: \_\_\_\_\_  
(eg Director, Senior Researcher, Personal Assistant etc)

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Street Address (for CD-ROM delivery):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UNDERTAKING BY RESPONSIBLE OFFICER  
OF AN ORGANISATION**

UNDERTAKING MADE PURSUANT TO CLAUSE 7 OF THE *STATISTICS DETERMINATION* UNDER THE *CENSUS AND STATISTICS ACT 1905*

WHEREAS:

- (A) Subsection 13(1) of the *Census and Statistics Act 1905* provides for the Minister, by instrument in writing, to make determinations providing for and in relation to the disclosure, with the approval in writing of the Australian Statistician, of information included in a specified class of information furnished pursuant to the Act; and
- (B) Clause 7 of the *Statistics Determination* permits the Australian Statistician to approve the release of a file containing unidentified individual statistical records ('the information') where the information is disclosed in a manner which is not likely to enable identification of the particular person or organisation to which it relates, and to specify conditions with respect to the disclosure of that information.

NOW, I .....

A Responsible Officer of .....  
(name of organisation)

HEREBY UNDERTAKE that this organisation will:

- use the information provided to this organisation only for statistical purposes
- not attempt to identify particular persons or organisations
- not disclose, either directly or indirectly, the information to any other person or organisation
- not attempt to match, with or without using identifiers, the information with any other list of persons or organisations
- maintain a register of the name of each member of this organisation who is authorised by this organisation to have access to the information and ensure that each person so authorised has, prior to that access:
  - (i) given a personal undertaking to the ABS relevant to that access; and
  - (ii) been notified by the ABS that their individual access to the information has been approved.
- comply with ABS annual renewal requirements for continued access to the information
- for the purposes of conducting a compliance audit concerning the observance of the terms and conditions under which information is disclosed, allow the ABS officers, auditors or their nominated representatives access to all necessary documents and information

**AND, in relation to information provided via the BASIC CURF on CD-ROM**

- return the information, and all copies of the information (if any) to the ABS when it is no longer required.

In providing this undertaking, I understand that a breach of the terms of this undertaking may result in withdrawal of service for the organisation and/or individuals. Further, any deliberate attempt to compromise the confidentiality of persons or organisations to which the information in these files relate may be prosecuted under subsection 19(3) of the *Census and Statistics Act 1905*. Subsection 19(3) provides that a person who fails to comply with the terms and conditions specified in an undertaking is guilty of an indictable offence punishable on conviction of a fine of 120 penalty units (\$13,200) or imprisonment for 2 years or both.

Dated this ..... day of ..... 20.....

Signature: .....

Witnessed by: .....

Name of Witness: .....

Designation of Witness: .....

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Please send signed, completed original ***CURF Responsible Officer Undertaking*** including any additional Undertakings to:

Grant Mitchell  
Assistant Director  
Microdata Access Strategies Section  
Australian Bureau of Statistics  
Locked Bag 10  
Belconnen ACT 2616

**ABS Microdata Access Strategies Section use only**

<i>Approved:</i>	<i>Date:</i>	<i>Signed:</i>
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